



We are accepting applications for a 2025-2026 Federation Treasurer.

The Federation of Texas A & M University Mothers' Clubs Board of Directors has posted the Form A (SE-Special Election) Application for candidates interested in filling the vacancy of the Treasurer position on the Board. The required Form A (SE-N - Nominating) is required to be filled out by the president of your local club that is recommending you for the position, or other authorized club officer.

The deadline for both forms to be received is 11:59 pm EST on August 1, 2025.

### **Duties of the Treasurer. (from the Standing Rules)**

The treasurer shall:

1. serve as the Federation financial officer;
2. be custodian of all Federation funds;
3. present a financial report at each meeting of the membership, at each meeting of the board of directors, and when requested;
4. serve as a member of the Budget Committee;
5. obtain written approval from the president for check requests that are non-budgeted or over-budgeted items;
6. close the books at the end of the fiscal year, prepare an annual financial report, and submit the financial records to the Audit Committee;
7. be responsible for group exemptions and filing of the appropriate annual IRS forms; and
8. be responsible for filing of annual state sales tax.

The treasurer position should be filled by a person cognitive of financial reporting requirements for a 501c3, basic banking and accounts payable and receivable knowledge. The knowledge and past experience using QuickBooks online would be a great advantage. Financial responsibility and a good stewardship mindset are great characteristics for someone seeking this job.

President of Club will use this link to nominate a candidate: <https://forms.gle/V5Nz1eW2r7o6gkgX9>

Candidate Application for Treasurer: <https://forms.gle/1QpVYWcl8RgwVDPQ7>

You agree to a Zoom interview with the Board of Directors. The position will be filled with a  $\frac{2}{3}$  vote by a quorum of the Board of Directors.

If you have any questions, please do not hesitate to reach out to [4thvpreports@aggiemoms.org](mailto:4thvpreports@aggiemoms.org).